

# **Guidance Documentation for Household Hazardous Waste Special Projects Grant**

## **I. Introduction**

The Household Hazardous Waste (HHW) Special Project Grant Program has two primary goals:

1. Support activities resulting in a measurable reduction in the volume or toxicity of household hazardous wastes generated in New Hampshire.
2. Support the creation of a permanent HHW collection and management infrastructure or the improvement of existing HHW collection and management infrastructure, resulting in a greater number of HHW disposal options and greater availability of HHW disposal options to New Hampshire's residents.

## **II. Award Information**

In FY 2010, the Department of Environmental Services intends to make approximately \$30,000 available under the HHW Special Projects Grant Program. Grant funding is subject to the availability of funding within the State fiscal year and total funding may vary, from year to year. Funding for the HHW Special Projects Grant Program is from the same \$200,000 budgeted for Household Hazardous Waste Collection Project Grants. In FY 2010, approximately \$170,000 in HHW collection projects has been approved, leaving \$30,000 for the HHW Special Projects Grant Program.

Applicants may apply for a grant limited to FY 2010 or for a long term project on an ongoing, annual basis. However, proposals for ongoing projects will compete equally with new project proposals each year and are not guaranteed continued grants.

## **III. Applicant Eligibility**

A. Eligible applicants – Eligible applicants are “approved local or regional entities,” which means those persons or groups authorized by municipalities to coordinate said municipalities’ participation in such special HHW collection projects. Local or regional entities shall include town conservation commissions, solid waste management districts as set forth in RSA 149-M:18, regional planning councils and commissions, and not-for-profit organizations.

B. Cost Sharing/Matching – HHW Special Project Grants shall be matched on a dollar-for-dollar basis by applicants in accordance with Env-Wm 1000.

## **IV. Project Eligibility**

A. In general, two types of projects are eligible:

1. **Source Reduction or Waste Minimization Projects** seek to influence and change consumer behaviors as they pertain to the purchase and use of hazardous household products. Source reduction and waste minimization generally focus on convincing consumers to purchase or use non-hazardous alternatives to products that contain hazardous ingredients as well as on changing how consumers use products that contain hazardous materials so as to reduce the generation of unwanted, leftover product.

2. **Infrastructure Development Projects** seek to create, improve or expand a local HHW collection program's capability to collect and properly manage unwanted hazardous household consumer products and wastes. Infrastructure development projects increase the availability of collection services, provide collection services to a greater segment of New Hampshire's population or address special wastes such as paint and universal wastes.

### **Examples of eligible projects include:**

- Innovative outreach and education programs focusing on a particular segment of New Hampshire residents or on a particular household hazardous waste stream<sup>1</sup>.
- Purchase or construction of a permanent/seasonal HHW collection/ storage facility.
- Projects that result in the shift of consumer purchasing behavior from a product with a hazardous ingredient to an alternative, non-toxic product.
- Purchase or construction or renovation of a facility to collect and recycle universal wastes or paint on an ongoing basis.
- Purchase of supplies and equipment as part of a project to create a permanent HHW, universal waste or paint collection facility.
- Pilot projects to promote waste-reduction strategies such as implementing an integrated pest management program at a residential condominium development.
- Purchase or construction of a facility or supplies to create a "swap shop" for the reuse of unwanted hazardous consumer products.
- Pesticide outreach and education projects leading to the avoidance of the purchase of toxic products and the adoption of strategies that eliminate the need for toxic products<sup>2</sup>.

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<sup>1</sup> This may include groups such as independent landscapers, gardening clubs or schools; or a specific hazardous product such as pesticides, fertilizers or paint.

<sup>2</sup> This technique is commonly referred to as "integrated pest management."

**Examples of projects that would not be eligible are:**

- HHW collection projects that would otherwise be funded by a Household Hazardous Waste Collection Project Grant.
- Outreach, education or advertising materials that would otherwise be funded by the Household Hazardous Waste Collection Grant.
- Projects that focus on solid waste.
- “One time only” projects such as a single, one-day paint collection event.
- Purchase of equipment and supplies that would not be used specifically for HHW special projects such as a town vehicle or non-safety related clothing.

B. Projects should be transferable, that is, information learned from their creation and implementation should be easily shared or adopted by other HHW programs or towns within New Hampshire.

C. HHW Special Project Grant Program grants are considered “seed money” and applicants must describe how the grant project will continue beyond the grant period.

D. Projects must be performed within New Hampshire.

**V. General Requirements**

Projects will be evaluated by a HHW Special Project Grant Program Review Committee based on the following criteria:

1. Goals – Does the project meet the goals of the HHS Special Project Grant Program?
2. Overall effectiveness and impact:
  - Population affected – How many residents will the project serve or will be influenced by the project?
  - Availability – How often will the project’s service be available to the public? How convenient will access to it be?
3. Sustainability – How will the project continue to function or be effective, beyond the grant period?
4. Leveraging – Will the project result in the leveraging of funds and service from those involved in, or affected by, the project?
5. Measurement – How will results of the project be measured? Will the measures be simple outputs, like number of pamphlets distributed, or will they be meaningful environmental results like the number of consumers changing their behavior or pounds of household hazardous waste collected?

## **VI. Application and Submission Process**

The application must include:

- **Project Information** – The applicant should indicate the type of project, project location, total funds being requested and dates indicating when the project will begin and the project's completion.
- **Project Summary** – This is a more complete description of the project describing how it will be organized, who will be contributing to it, how it will be implemented and run, what the expected results will be, etc. It should discuss how the project meets the project eligibility, project selection criteria and how the project will address a problem.
- **Budget** – The budget may be supplied on a spreadsheet or as a document. The budget must show how the grant will be used: what materials will be purchased with grant funds, will grant funds will be used to support a salaried position, etc. The budget should provide accurate estimates, price lists and/or price quotation for large expense items. The budget must also show the dollar-for-dollar match that will be supplied by the applicant.
- **Timeline** – The applicant must supply a schedule of implementation of key project components and milestones. The timeline may be set up as a Gantt chart or as a list of dates and activities. It is understood that some project may run longer than a year. Although the applicant has the option of applying for a grant for a project being continued into the next year, that funding is not guaranteed and the completion of the project cannot be dependent upon obtaining a second grant.
- **Measurement** – Once approved, the applicant must provide a six-month and one-year report. The measurement section should discuss how results will be obtained and reported. Completion of the grant project, such as establishing a universal waste collection facility is not a measure of success. The number of fluorescent lamps, thermometers and thermostats collected and recycled at a universal waste collection facility is a measure of success. If a project focuses on eliminating pesticide use at a town school, the pounds of pesticides used the previous year, and not used as a result of the project, is a measure of success. For this portion of the application, the applicant must discuss how results will be measured or accurately estimated, if direct measurement is impossible.

## **VII. Project Ranking & Selection Criteria**

A. Projects will be evaluated by the Household Hazardous Waste Special Projects Grant Committee based on the following criteria.

**Project Overview (30 points):** Does the proposal include a clearly described well-conceived strategy for addressing the Grant Program's General Requirements? Does the proposal provide a clear description of how the projects milestones will be completed? Is the time table reasonable to achieve the project's goals? Does the project set reasonable goals that will be achieved within the grant period?

**Experience & Capability: (10 points)** Does the applying organization have the sufficient qualifications and credentials as well as the technical capability and resources to carry out the proposed project? Does the proposal indicate which individuals, organizations and resources will be allocated to the project?

**Sustainability & Leveraging (20 points):** Does the project proposal indicate how the project or project results will continue beyond the grant period? Does the project leverage additional resources to improve its effectiveness and allow its continuation beyond the grant period?

**Budget (10 points):** Has the applicant presented a clear, accurate, reasonable budget and has the applicant demonstrated they will make effective use of project funds?

**Measurement (20 points):** Will the project have a measurable impact on the environment? Does the project clearly describe the measures of success that will be reported? Does the project proposal provide a clear method to track and measure the project's desired outcome(s)? Does the measurement track environmental improvements or behavioral changes, rather than simple outputs like number of informational documents circulated or completion of infrastructure installation?

**Transferability (10 points):** How easily can the information learned from the project be transferred to, shared with, or adopted by other municipal agencies?

## **VIII. Project Monitoring**

Grantees shall be required to submit by July 1, a semi-annual progress report describing project status by project milestones. Final project reports shall include an assessment of the final results attained and example(s) of measurable results.

## **IX. Other Information**

### **1. Complete application packages shall be mailed to:**

New Hampshire Department of Environmental Services  
Household Hazardous Waste Coordinator  
29 Hazen Drive  
P.O. Box 95  
Concord, NH 03302-0095

- 2. No payments will be made for projects incurred prior to notification of grant award. The grant award shall not be considered final until all necessary documents and signatures, including grant agreement have been executed.**
- 3. Payment shall be tied to completion of project milestones as defined by the grant agreement.**